

WEST TISBURY FREE PUBLIC LIBRARY
JOINT MEETING OF LIBRARY TRUSTEES AND
LIBRARY SEARCH COMMITTEE

MEETING MINUTES
October 7, 2019, 5 pm
West Tisbury Free Public Library

MINUTES APPROVED 11.12.2109 AT 6:36 PM

Search Committee Members Attending: Nelia Decker, Rob Hauck, Wayne Smith, Dan Waters

Trustees Attending: Caroline Flanders, Rob Hauck, Wendy Nierenberg, Wayne Smith

Public: Alexandra Pratt

Search Committee minutes were approved unanimously by voice vote at 5:03.

Trustees minutes approved unanimously by voice vote at 5:07.

With no additions to the Director's Report, Chair Caroline Flanders asked whether Library Programming and Freedom of Speech policies mentioned in the previous Director's Report had been addressed at the MVLA (Martha's Vineyard Library Association) meeting. Beth said that it had.

Caroline asked that Beth send Dan the previous Director's Report for inclusion with these minutes.

SEARCH COMMITTEE UPDATE

Rob raised two issues that the Search Committee had identified for discussion with the Trustees. One was the wording of the ad, and whether "Martha's Vineyard" should be mentioned — or whether it should be left for potential candidates to discover for themselves where West Tisbury is. He also noted that the Search Committee had decided to ask applicants to reply solely via email, and that the timetable had been moved up one month.

The Trustees agreed with these decisions and gave the Search Committee permission to proceed with placing the ad.

Rob asked meeting attendees to test the gmail address he has created for the Search Committee.

Nelia asked whether there had been a conscious decision to exclude staff from the Search Committee. Wendy replied it might be awkward, especially if there are in-

house candidates, but that staff is welcome to attend the interviews that are open to the public.

Caroline asked whether Search Committee members had all been sworn in by Town Clerk. They have.

The candidate search procedure was reviewed. Search Committee will interview the first round of candidates in executive session for the protection of applicants, a use allowed by Open Meeting Law. The final round of candidates will be sent to the Trustees for interview in open session.

Caroline made some minor wording changes in the advertisement, swapping "circulation" in place of "borrowing," and changing some punctuation. The final version of the advertisement is appended to these minutes. She moved to approve the ad as changed. Wendy seconded. The motion passed unanimously at 5:27.

Rob asked where the Search Committee's responsibilities end regarding the review of the candidates: whether the Committee's job ends at recommending three candidates, or ranking them, or stating a preference. What does the Board of Trustees want from the Committee? He proposed a formal charge from the Trustees to the Search Committee. Caroline suggested a minor wording change to end at "finalists" rather than specifying a number of final candidates.

Rob asked for guidance as to the form of the recommendation: ranked or not ranked? It was agreed not to rank.

Wendy pressed for Trustees to attend the Search Committee's preliminary interviews. Dan suggested that Trustees be invited to attend Search Committee interviews at the discretion of the candidates.

Trustees may revisit the charge as the time gets closer.

POLICIES

Program Room Policy: Beth said that the Task Force had met and does not recommend any changes. No action was taken.

Social Media Policy: Caroline noted that this would be discussed at the All-Island Trustees meeting on November 20th in Edgartown. It will come up again at a future Trustee meeting.

Photography and Filming Policy: The MVLA (Martha's Vineyard Library Association) is still discussing this. A recommendation will be forthcoming from the Task Force.

NEW BUSINESS/ACTION PLAN

Beth said that every year the library submits a five-year long-range strategic plan to the MBLC in order to qualify for LSTA funds. The Trustees reviewed Beth's draft,

which uses a template provided by the state. Wendy suggested including the high school.

DIRECTOR'S CONTRACT

State law requires that the library director (and staff) have a signed employment contract with the library trustees. Caroline said that the Trustees will bring this up with the Selectmen. Beth said that, under some understandings, any town with an employee handbook has a tacit contract. Beth will ask Jen Rand for permission to ask Jack Collins whether the town's employment statement constitutes a legal contract for the purpose of state law.

CORRESPONDENCE

No correspondence.

OTHER BUSINESS

Next Trustees meeting: November 12 at 6:30 pm

Next Search Committee meeting: October 17 at 6:30 pm

The meeting adjourned at 6:23 pm.

Respectfully submitted,
Dan Waters, Clerk of the Search Committee

Director, West Tisbury Free Public Library

LIBRARY DIRECTOR. Full time. Responsible for the management and direction of a library serving approximately 3000 permanent residents and a wider community of permanent and seasonal island residents. The library is one of the most dynamic libraries in the state, as reflected in its 80,000 annual visits, over 300 programs, borrowing, and yearly collection growth. Annual Budget of \$754,000. Six full-time and ten part-time staff. Master of Science in Library and Information Science from an ALA-accredited institution or Massachusetts BLT Certification, and five years of relevant library experience, including administrative and supervisory experience, or any equivalent combination of experience and education required. Broad knowledge of advanced professional library science, personnel administration and technology management and the operation of state-of-the-art library equipment necessary. Excellent public speaking, public relations skills, and strong financial management skills needed. A strong commitment to public service required. Salary: Grade 7, FY20 range: \$69,071.04 - \$97,175.52 annually plus benefits. Please submit a cover letter, resume, and Town of West Tisbury employment form (Form <https://www.westtisbury-ma.gov/sites/westtisburyma/files/uploads/employmentapplication012011fin.pdf>.) to Search Committee, westtissearch@gmail.com. CLOSING DATE: December 10.

Library update:

- 11,917 patrons in September
- 116 programs and events in September
- 1,342 program attendees in September

SEPTEMBER 2019 PROGRAMS

Throughout the month of September 1,342 people attended events and 351 people attended meetings and utilized the conference rooms.

CHILDREN & FAMILIES

At the beginning of September, the library dedicated an entire day to celebrate Nelia's last day at work. Throughout the day, kids created cards and crafts for Nelia in the children's room. At lunchtime, there was a lunch to gather the community in Nelia's honor. Adults and kids of all ages stopped in to enjoy lunch and thank Nelia for all she has done for the community. In the late afternoon, there was a sweet ceremony for Nelia where an even larger crowd gathered. Both Nelia and Beth said a few heartfelt words, and Nelia was presented with a children's book as a gift to remind her of the library. It was also announced that a tree and a bike rack were added to the library property in her honor. Cake was served, and all were able to say farewell and thank you to Nelia, while congratulating and welcoming Alexandra as the new Children's Librarian.

TEENS & ADULTS

Along with the start of the new school year, Learning Lab started up again on weekday afternoons. Tweens and teens stopped by the library for snacks, computer games, homework help, and a space to hang out. Laura and Rachel also facilitated time for tweens/teens to participate in virtual reality on Friday afternoons. Participants were able to try out a variety of virtual reality games and experiences including underwater exploration, Google Maps, and more.

The month of September began with a reception featuring the work of local artist Kim McCarthy. Kim's show included colorful photos of Vineyard scenes, and each piece was accompanied by the photo's date and location. Several of Kim's pieces sold, and she kindly donated all of her proceeds to the WT Library Foundation. Also in September, Kanta Lipsky was traveling and unable to lead her Balance classes, so she created a balance video to be shown on Monday mornings. Although fewer people attended class in her absence, we received lots of positive feedback. We were told that the video Kanta created was the next best thing to her leading the class in-person. The video was recorded in the serene setting of the Tisbury Waterworks property, and a few Canada Geese made guest appearances in the background, which made everyone giggle. At the end of the month, film director Angela Andersen showed her film *Inviolable- The Fight For Human Rights*. Her film was accompanied by an introduction to her work and a Q&A. Angela's documentary was filmed in

several countries throughout the world including China, Guatemala, Turkey, Germany, Greece, Hungary, Canada, USA, Indonesia, and Kenya, and was selected to premiere on the U.S. West Coast in October by UNAFF, the international U.N. Film Festival.

Submitted by Olivia Gately 10/1/19

MVLA:

The fall meeting of MVLA was held at the West Tisbury Library on September 20th. Topics included the upcoming online census, library fines, measles vaccine information (Task Force update), staff training, shared museum passes and policy development.

Foundation and Friends:

The Foundation met to review their budget and discuss the upcoming joint newsletter and appeal.

Peggy Isham is working with the MBLC to develop the agenda for the All Island Friends meeting on November 21st at the Edgartown Library.

MBLC:

The next all Island Trustees meeting will be held at the Edgartown library on November 20th. Topics include: Policies w/ focus on social media (including photography and video) and meeting room use (and potential challenges) and Going Fine Free at your library

Please mark your calendars.

This year's Financial Report was sent to the State. The library submitted a request for Flexibility as the materials expenditure was less than 19.5%. Many thanks to Bruce who jumped right in to help with the new State software.

Grant update:

The final report for last year's LSTA grant was sent to the state.

Alexandra is working on this year's LSTA grant, Library as a Civic Hub.

The library will be applying for two Martha's Vineyard Cultural Council grants – one for a performance from the Brazilian musical group, Choro das Tres and the second grant to fund a family movie at the MV Film Center.

Beth applied has applied for a CPC grant for a public bike rack and bicycle repair station.

Staff Update:

Alexandra is doing a terrific job as the library's new Children's Librarian. Matt's last day was the end of the month. The library has hired Kira Shepherd as the new Circulation Assistant.